STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Engineering Supervisor **Class Code: 40855**

A. Purpose:

Supervises assigned engineering activities and personnel; and ensures engineering projects are developed and built according to state and federal rules and regulations and that materials, procedures, and equipment are evaluated and implemented, updated, and cost-effective.

B. Distinguishing Feature:

Engineering Supervisors supervise a minimum of ten positions and provide administrative direction over assigned engineering activities.
Transportation Lead Project Engineers provide work coordination and direction and engineering expertise to a minimum of four professional positions, at least one of which is a Transportation Project Engineer; and manage assigned transportation projects.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Develops, revises, and implements policies, procedures, and standards to ensure guidelines are current and effective.

2. Supervises subordinate staff to ensure the objectives of the work unit are met.
   a. Interviews staff.
   b. Provides training and work direction.
   c. Approves leave requests.
   d. Addresses staff problems and recommends disciplinary action.
   e. Conducts performance appraisals and completes performance documents.

3. Supervises assigned engineering activities and personnel to ensure projects are developed and constructed in compliance with state and federal regulations.
   a. Prioritizes projects and monitors progress.
   b. Acts as the department's liaison with contractors, local governments, consultants, the public, the media, and others to inform them of projects' effects and department policies.
   c. Conducts meetings to oversee development of project implementation and sequencing plans and resolve conflicts.
   d. Determines solutions to compliance problems and monitors implementation.

4. Performs other work as assigned.

D. Reporting Relationships:

Reports to a department administrator. Supervises engineers, technicians, analysts, draftsmen, and others involved in the development of projects.

E. Challenges and Problems:

Challenged to oversee the progress of projects managed by other engineers and evaluate the success with which they are completed. This is difficult because projects may include any combination of specialties, costs, research and analysis techniques, and procedures as well as a variety of deadlines. Also challenged to evaluate existing and new engineering procedures, products, and technology and determine effectiveness of statewide implementation; and ensure methodologies and systems support department goals and objectives.

Problems encountered include negative public reaction to projects, changes in project priorities which cause extensive rescheduling, and compliance issues.

F. Decision-making Authority:

Decisions include project priorities and schedules; how to deal with sensitive or potentially controversial issues; final approval of budgeted expenditures; resolution of personnel issues; recommendations for budget items; and recommendations for changes in policies, procedures, and standards.

Decisions referred include changes in staffing levels; final approval of policies, procedures, and standards; and final approval of contracts and agreements.

G. Contact with Others:

Daily contact with the public to answer questions about project progress or effects, with contractors and consultants to settle conflicts and provide interpretations of standards and policies, with federal agencies to exchange information; and frequent contact with other agencies, local governments, and consultant engineers to provide assistance and direction with engineering activities and funding assistance programs.

H. Working Conditions:

Works primarily in a typical office environment; but is exposed to construction equipment, and varieties of weather and environmental conditions during field inspections.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- engineering principles and practices as they are applied to public works;
- state and federal laws and regulations governing civil engineering procedures, materials, and practices;
- organizational development and fiscal procedures;
- the principles of personnel and fiscal management.

Ability to:

- interpret and implement laws and regulations governing engineering procedures and practices;
- enforce policies and define standards;
- develop procedures and determine the logical flow of work through the work unit;
- plan and administer the work of a staff of professional, technical, and clerical employees;
- communicate expectations and standards of performance to subordinates and follow up and evaluate work performed;

- delegate assignments to the most appropriate subordinates;
- assign work priorities based on organizational goals and situational pressures;
- establish and maintain effective working relationships with state and federal associates, consultants, public officials, contractors, and the public;
- communicate information concisely and effectively.